

PERSONAL DATA SHEET

WARNING: Any misrepresentation made in the Personal Data Sheet and the Work Experience Sheet shall cause the filing of administrative/criminal case/s against the person concerned.  
READ THE ATTACHED GUIDE TO FILLING OUT THE PERSONAL DATA SHEET (PDS) BEFORE ACCOMPLISHING THE PDS FORM.  
Print legibly. Tick appropriate boxes ( ) and use separate sheet if necessary. Indicate N/A if not applicable. DO NOT ABBREVIATE.

1. CS ID No. (Do not fill up. For CSC use only)

I. PERSONAL INFORMATION

2. SURNAME	NAPOLÉS		
FIRST NAME	HOMER LOIS		NAME EXTENSION (JR., SR)
MIDDLE NAME	PUERIN		
3. DATE OF BIRTH (mm/dd/yyyy)	11 / 27 / 1988	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country:
4. PLACE OF BIRTH	BAYBAY, LEYTE	If holder of dual citizenship, please indicate the details.	
5. SEX	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female		
6 CIVIL STATUS	<input type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	PUROK 2 House/Block/Lot No. Street Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province
7. HEIGHT (m)	1.69	ZIP CODE	6521
8. WEIGHT (kg)	90		
9. BLOOD TYPE	B+	18. PERMANENT ADDRESS	PUROK 2 House/Block/Lot No. Street Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province
10. GSIS ID NO.	2005383943	ZIP CODE	6521
11. PAG-IBIG ID NO.	121216642173		
12. PHILHEALTH NO.	13-025121674-7		
13. SSS NO.		19. TELEPHONE NO.	053 563 1050
14. TIN NO.	279-712-957	20. MOBILE NO.	0915 960 1859
15. AGENCY EMPLOYEE NO.		21. E-MAIL ADDRESS (if any)	homer.cool17@gmail.com

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	NAPOLÉS		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	JANET	NAME EXTENSION (JR., SR)	JUSTIN HOLMES C. NAPOLÉS	12 / 30 / 2014
MIDDLE NAME	CAWALING			
OCCUPATION	AREA SUPERVISOR			
EMPLOYER/BUSINESS NAME	PALAWAN PAWN SHOP			
BUSINESS ADDRESS	COGON, ORMOC CITY			
TELEPHONE NO.	0927 487 9854			
24. FATHER'S SURNAME	NAPOLÉS			
FIRST NAME	HENRY	NAME EXTENSION (JR., SR)		
MIDDLE NAME	MARQUEZ			
25. MOTHER'S MAIDEN NAME				
SURNAME	PUERIN			
FIRST NAME	LYDIA			
MIDDLE NAME	TAGUD			

(Continue on separate sheet if necessary)

III. EDUCATIONAL BACKGROUND

26. LEVEL	NAME OF SCHOOL (Write in full)	BASIC EDUCATION/DEGREE/COURSE (Write in full)	PERIOD OF ATTENDANCE		HIGHEST LEVEL/ UNITS EARNED (if not graduated)	YEAR GRADUATED	SCHOLARSHIP/ ACADEMIC HONORS RECEIVED
			From	To			
ELEMENTARY	ALPHA CHRISTIAN SCHOOL	PRIMARY EDUCATION	1997	2000	N/A	2000	NONE
SECONDARY	BAYBAY NATIONAL HIGH SCHOOL	HIGH SCHOOL	2000	2004	N/A	2004	NONE
VOCATIONAL / TRADE COURSE	ORMOC CITY TECHNOLOGICAL MANPOWER TRAINING AND RESEARCH CENTER (OCTMTRC)	AUTOMOTIVE SERVICING NC II	2014	2014	N/A	2014	TOP TRAINEE
COLLEGE	VISAYAS STATE UNIVERSITY	BACHELOR OF SCIENCE IN COMPUTER SCIENCE	2007	2018	N/A	2019	NONE
GRADUATE STUDIES							

(Continue on separate sheet if necessary)

SIGNATURE		DATE	February 19, 2019
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IV. CIVIL SERVICE ELIGIBILITY						
27.	CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE BARANGAY ELIGIBILITY / DRIVER'S LICENSE	RATING (If Applicable)	DATE OF EXAMINATION / CONFERMENT	PLACE OF EXAMINATION / CONFERMENT	LICENSE (if applicable)	
					NUMBER	Date of Validity
	<b>CAREER SERVICE PROFESSIONAL</b>	<b>83.90</b>	<b>05 / 27 / 2016</b>	<b>EASTERN VISAYAS STATE UNIVERSITY, TACLOBAN CITY</b>		
	<b>NC II IN AUTOMOTIVE SERVICING</b>	<b>N/A</b>	<b>06 / 26 / 2014</b>	<b>ORMOC CITY TECHNOLOGICAL MANPOWER TRAINING AND RESEARCH CENTER, ORMOC CITY</b>		
	<b>CAREER SERVICE SUBPROFESSIONAL</b>	<b>86.25</b>	<b>05 / 19 / 2014</b>	<b>CIRILO ROY MNHS, PANALARON, TACLOBAN CITY</b>		


(Continue on separate sheet if necessary)

## V. WORK EXPERIENCE

(Include private employment. Start from your recent work) Description of duties should be indicated in the attached Work Experience sheet.

[illegible]

(Continue on separate sheet if necessary)

SIGNATURE		DATE	02/19/2019
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34. Are you related by consanguinity or affinity to the appointing or recommending authority, or to the chief of bureau or office or to the person who has immediate supervision over you in the Office, Bureau or Department where you will be appointed,  
a. within the third degree?  
b. within the fourth degree (for Local Government Unit - Career Employees)?

☐ YES☒ NO

☐ YES☒ NO

If YES, give details:

35. a. Have you ever been found guilty of any administrative offense?  
  
b. Have you been criminally charged before any court?

☐ YES☒ NO

If YES, give details:

☐ YES☒ NO

If YES, give details:

Date Filed:

Status of Case/s:

36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?

☐ YES☒ NO

If YES, give details:

37. Have you ever been separated from the service in any of the following modes: resignation, retirement, dropped from the rolls, dismissal, termination, end of term, finished contract or phased out (abolition) in the public or private sector?

☐ YES☒ NO

If YES, give details:

38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?  
  
b. Have you resigned from the government service during the three (3)-month period before the last election to promote/actively campaign for a national or local candidate?

☐ YES☒ NO

If YES, give details:

☐ YES☒ NO

If YES, give details:

39. Have you acquired the status of an immigrant or permanent resident of another country?

☐ YES☒ NO

If YES, give details (country):

40. Pursuant to: (a) Indigenous People's Act (RA 8371); (b) Magna Carta for Disabled Persons (RA 7277); and (c) Solo Parents Welfare Act of 2000 (RA 8972), please answer the following items:  
a. Are you a member of any indigenous group?  
b. Are you a person with disability?  
c. Are you a solo parent?

☐ YES☒ NO

If YES, please specify:

☐ YES☒ NO

If YES, please specify ID No:

☐ YES☒ NO

If YES, please specify ID No:

41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)

NAME	ADDRESS	TEL. NO.
DR. BERTA C. RATILLA	DEPARTMENT OF AGRONOMY, VSU	053 563 7636
PROF. ARTHUR IT. TAMBONG	DEPARTMENT OF AGRICULTURAL ENGINEERING, VSU	-
MR. ARNULFO T. GALENZOGA	REGISTRARS OFFICE, VSU	053 563 7428

42. I declare under oath that I have personally accomplished this Personal Data Sheet which is a true, correct and complete statement pursuant to the provisions of pertinent laws, rules and regulations of the Republic of the Philippines. I authorize the agency head/authorized representative to verify/validate the contents stated herein. I agree that any misrepresentation made in this document and its attachments shall cause the filing of administrative/criminal case/s against me.

Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.)  
PLEASE INDICATE ID Number and Date of Issuance

Government Issued ID:

DRIVERS LICENSE

ID/License/Passport No.:

H12-10-001764

Date/Place of Issuance:

BAYBAY CITY, LEYTE

Signature (Sign inside the box)

02/19/2019

Date Accomplished

HOMER LOIS P. NAPOLES

PHOTO

Right Thumbmark

SUBSCRIBED AND SWORN to before me this 

MAR 12 2019

, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. RYSAN O. GUINOCOR

VSU LEGAL OFFICER

Person Administering Oath

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**VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S**

29.	NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK
		From	To		
	PHILIPPINE RED CROSS, ORMOC CITY	08/08/14	PRESENT	N/A	BLOOD DONOR

(Continue on separate sheet if necessary)

**VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED**

(Start from the most recent L&D/training program and include only the relevant L&D/training taken for the last five (5) years for Division Chief/Executive/Managerial positions)

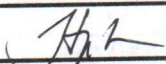
30.	TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	Type of LD (Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
		From	To			
	BUSINESS MODEL CANVASS	08/18/2017	08/18/2017	8		LOCAL GOVERNMENT UNIT BAYBAY, DEPARTMENT OF TRADE AND INDUSTRY-LEYTE PROVINCIAL OFFICE, NEGOSYO CENTER
	ENTREPRENEURIAL MIND SETTING AND PRODUCT BRANDING	07/26/2017	07/26/2017	8		LOCAL GOVERNMENT UNIT BAYBAY, DEPARTMENT OF TRADE AND INDUSTRY-LEYTE PROVINCIAL OFFICE, NEGOSYO CENTER
	BASIC PROGRAMMING	10/22/2016	3/25/2017	160		PROVINCE OF LEYTE, MIC PROJECT -INFORMATION AND COMMUNICATION TECHNOLOGY
	CHEMICAL SAFETY IN THE LABORATORY	11/10/2016	11/10/2016	8		VISAYAS STATE UNIVERSITY, COLLEGE OF AGRICULTURE AND FOOD SCIENCE, DEPARTMENT OF SOIL SCIENCE
	PROCUREMENT PLANNING WORKSHOP	09/13/2016	09/13/2016	8		VISAYAS STATE UNIVERSITY
	WORKSHOP TO REVIEW AND IMPROVE CITIZENS' CHARTER PER CSC MC NO.14, S.2016	09/02/2016	09/02/2016	8		VISAYAS STATE UNIVERSITY
	VSUCC BASIC COOPERATIVE COURSE SEMINAR	06/18.2016	06/18.2016	8		VISAYAS STATE UNIVERSITY CREDIT COOPERATIVE
	THE CHALLENGE OF PREDICTING METAL TRANSFER THROUGH THE SOIL-PLANT-ANIMAL CONTINUUM AND FIELD DIAGNOSTICS OF DISORDER IN VEGETABLE CROPS	10/05/2015	10/05/2015	8		VISAYAS STATE UNIVERSITY, ACIAR
	ISO 9001-2008 ORIENTATION AND WRITESHOP AMONG CLERKS AND SECRETARIES	09/21/2015	10/06/2015	16		VISAYAS STATE UNIVERSITY
	ISO 9001-2008 ORIENTATION AND WRITESHOP AMONG FACULTY AND STAFF	09/15/2015	09/15/2015	8		VISAYAS STATE UNIVERSITY
	SEED PRODUCTION AND MANAGEMENT TRAINING	07/07/2015	07/10/2015	32		VSU, FAO, PCA, DA, VIFARD, PEOPLE OF JAPAN
	AUTOMOTIVE SERVICING NC II	01/20/1014	06/20/2014	486		OCTMTRC, TESDA

(Continue on separate sheet if necessary)

**VIII. OTHER INFORMATION**

31.	SPECIAL SKILLS and HOBBIES	32.	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33.	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
	PROGRAMMING		TOP THE CAREER SERVICE EXAMINATION FOR SUBPROFESSIONAL LEVEL CONDUCTED APRIL 6, 2014		VISAYAS STATE UNIVERSITY CREDIT COOPERATIVE (VSUCC)
	MS OFFICE 2003, 2007, 2010, 2013, 2016 OPERATION				TINAG-AN ANTIPOLLO SALVACION VEGETABLE FARMERS ASSOCIATION (TASVEFA)
	PHOTOSHOP, COREL DRAW OPERATION				VISAYAS STATE UNIVERSITY ADMINISTRATIVE PERSONNEL ASSOCIATION (VSU-ADPA)
	DRIVING, SKETCHING				
	LOGO DESIGNING, IMAGE EDITING				
	WEB DESIGNING				
	PROBLEM SOLVING, SODOKU SOLVING				

(Continue on separate sheet if necessary)

SIGNATURE		DATE	02/19/2019
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## WORK EXPERIENCE SHEET

**Instructions:** 1. Include only the work experiences relevant to the position being applied to.  
2. The duration should include start and finish dates, if known, month in abbreviated form, if known, and year in full. For the current position, use the word *Present*, e.g., 1998-Present. Work experience should be listed from most recent first.

- Duration: November 16, 2018 – Present
- Position: Administrative Aide III
- Name of Office/Unit: Department of Agricultural Engineering
- Immediate Supervisor: Arthur It. Tambong
- Name of Agency/Organization and Location: Visayas State University
- List of Accomplishments and Contributions (if any)
  - Upgraded and updated office computer softwares
  - Fixed corrupted documents
  - On-time submission of required documents
  - Assistance of students and walk-in clients
  - Converted Hardcopy files to Image files
  - Converted Microsoft Word format to Microsoft Excel format
  - Performed computer troubleshooting and maintenance
  - Archiving of Image files and Electronic Copies
- Summary of Actual Duties
  - Prepares payrolls, travel orders, job requests, purchase requests, cash advance, travel reimbursement, trip tickets, and application for leave, encode and reproduce laboratory manuals, lecture notes, course outlines, department forms, annual reports, exam questions, CSR, teaching loads, individual faculty workload, APP, and OPCR and IPCR, Files memos, teaching evaluations, grade sheets, completion of grades, approved leave, purchase request, payrolls, appointments, travel orders, minutes of meetings, faculty workloads and other duties assigned by the department head.

- Duration: January 16, 2018 – November 15, 2018
- Position: Administrative Aide III
- Name of Office/Unit: Department of Agronomy
- Immediate Supervisor: Berta C. Ratilla
- Name of Agency/Organization and Location: Visayas State University
- List of Accomplishments and Contributions (if any)
  - Maintained and troubleshooted IT related equipment and devices
  - Repaired network connection of printer and scanner
  - Fixed corrupted documents
  - On-time submission of required documents
  - Assistance of students and walk-in clients
  - Converted Hardcopy files to Image files
  - Converted Microsoft Word format to Microsoft Excel format
  - Implemented network printing of documents
  - Implemented network scanning of documents
  - Managed network access and credentials
  - Performed computer troubleshooting and maintenance
  - Archiving of Image files and Electronic Copies
  - Prepared Project Procurement Management Plan (PPMP) and consolidated office inventory for PPMP submission



- Designed layout for certificates, programs and tarpaulins for information dissemination

- Summary of Actual Duties

- Prepares payrolls, travel orders, job requests, purchase requests, cash advance, travel reimbursement, trip tickets, and application for leave, encode and reproduce laboratory manuals, lecture notes, course outlines, department forms, annual reports, exam questions, CSR, teaching loads, individual faculty workload, APP, and OPCR and IPCR, Files memos, teaching evaluations, grade sheets, completion of grades, approved leave, purchase request, payrolls, appointments, travel orders, minutes of meetings, faculty workloads and other duties assigned by the department head.

- Duration: June 1, 2015 – March 31, 2017
- Position: Administrative Aide III
- Name of Office/Unit: Department of Agronomy
- Immediate Supervisor: Berta C. Ratilla
- Name of Agency/Organization and Location: Visayas State University

- List of Accomplishments and Contributions (if any)

- On time submission of required documents
- Assistance of students and walk-in clients
- Converted Hardcopy files to Image files
- Converted Microsoft Word format to Microsoft Excel format
- Implemented network printing of documents
- Implemented network scanning of documents
- Managed network access and credentials
- Performed computer troubleshooting and maintenance
- Archiving of Image files and Electronic Copies
- Prepared Project Procurement Management Plan (PPMP) and consolidated office inventory for PPMP submission
- Designed layout for certificates, programs and tarpaulins for information dissemination
- Designed department logo

- Summary of Actual Duties

- Prepares payrolls, travel orders, job requests, purchase requests, cash advance, travel reimbursement, trip tickets, and application for leave, encode and reproduce laboratory manuals, lecture notes, course outlines, department forms, annual reports, exam questions, CSR, teaching loads, individual faculty workload, APP, and OPCR and IPCR, Files memos, teaching evaluations, grade sheets, completion of grades, approved leave, purchase request, payrolls, appointments, travel orders, minutes of meetings, faculty workloads and other duties assigned by the department head.

HOMER JOSE P. NAPOLIGC  
(Signature over Printed Name  
of Employee/Applicant)

Date: 02/19/2019